



## Author Guidelines

The organizers of the 33rd National Conference on the Beginning Design Student are now accepting abstracts, papers, presentations, and tinyTED proposals for review for acceptance to the conference. Our intent is to create a rich environment conducive to multi-disciplinary dialog surrounding Beginning Design.

We encourage professionals, academics, and researchers in architecture, landscape architecture, interior architecture, industrial design, graphic design, fine arts, urban planning, urban design, ecological design, and other related fields to share your practices, approaches, and opinions regarding this critical introduction to the principles and process of design education. Additionally, we are specifically interested in significant current or recent research relating to beginning design education as well as project narratives.

Authors are invited to submit your application materials - abstracts, papers, posters, and tinyTED proposals - through our web portal by 3 October 2016. Please note that once you begin the submission process, you will need to scroll to the bottom of the page to find the "Step One of the Submission Process" link to begin entering information into the system.

Please see the website for additional submission details, including the paper formatting template. Submissions must be original and should not have been published previously or be under consideration for publication while being evaluated for this conference. Approved submissions will be notified by December 1, 2016, with final materials due February 1, 2017.

Contact the conference organizers at [NCBDS2017@gmail.com](mailto:NCBDS2017@gmail.com) with any questions.

## Tags, Not Tracks

There exist numerous frameworks for the types of minds that will be best able to navigate the unknowable world of the future. To allow greater flexibility for paper submissions, and to open opportunities to cross-disciplinary boundaries, we are asking authors to submit their materials along with three (3) “tags” from the list below. These tags should be listed in order of prominence in the subject matter of the submitted paper (i.e. primary focus listed first, secondary focus listed next, etc.). We will use these tags—rather than predefined tracks—to organize conference sessions. Our intent is to highlight complimentary and contradictory perspectives with the goal of fostering engaging dialogue at the conference.

Empathy  
Integrity  
Iteration  
Creativity  
Discipline  
Mentoring  
Complexity  
Engagement  
Systems Thinking  
Education  
Making  
Urgency  
Collaboration  
Reflection  
Agency  
Dedication  
Ethics  
Responsibility  
Vulnerability  
Civic Engagement  
Entrepreneurship  
Authenticity  
Trust  
Gestalt  
Stewardship  
Research  
Craft  
Context  
Resilience  
Commitment  
Innovation  
Curiosity  
Restraint  
Congruence  
Relevance

# Abstract Submission Requirements

*(use the "Abstract Template" file located on the conference website in the Call for Submissions section)*

*Abstracts will be reviewed by at least three peer-reviewers; final papers for accepted abstracts will not be reviewed unless requested. Selection of accepted abstracts is based on scholarship, innovation, clarity, contribution, and relevance to the session and conference topic. All authors will be notified of the status of their submission and will receive comments from the reviewers. In the event of insufficient participation regarding a particular session topic, the conference chairs reserve the right to revise thematic sessions offered. Accepted full papers submitted by the 1 February 2017 final deadline will be included in conference proceedings.*

## **For Abstract Submission:**

Cover Page: Title, Author(s) name, School Affiliation, Tags (see "Tags not Tracks" section for additional information)

Abstract: 500 word maximum, excluding abstract and endnotes

No more than 3 images; images are to be embedded in the document and may be color or black and white

MS Word (.doc/.docx) digital format (refer to template), limit 5MB

Endnotes and image credits should be formatted using Chicago Manual Style

## **For Final Submission of Accepted Papers:**

*(use the "Paper Template" file located on the conference website in the Call for Submissions section)*

Cover Page: Title, Author(s) name, School Affiliation, Tags (see "Tags not Tracks" description for additional information)

Paper: 5000 word maximum, excluding abstract and endnotes

No more than 8 images; images are to be embedded in the document and may be color or black and white

MS Word (.doc/.docx) digital format (refer to template), limit 5MB

Endnotes and image credits should be formatted using Chicago Manual Style

The authors must possess all permissions necessary for publishing images and content at time of submission

Omit all author names from the paper and any other identifying information to maintain an anonymous review process.

# Full Paper Submission Requirements

*(use the "Paper Template" file located on the conference website in the Call for Submissions section)*

*All full paper submissions will be reviewed by at least three peer-reviewers. Selection of accepted papers is based on scholarship, innovation, clarity, contribution, and relevance to the session and conference topic. All authors will be notified of the status of their submission and will receive comments from the reviewers. In the event of insufficient participation regarding a particular session topic, the conference chairs reserve the right to revise thematic sessions offered. Accepted full papers submitted by the 1 February 2017 final deadline will be included in conference proceedings.*

Cover Page: Title, Author(s) name, School Affiliation, Tags (see "Tags not Tracks" section for additional information)

Paper: 5000 word maximum, excluding abstract and endnotes

No more than 8 images; images are to be embedded in the document and may be color or black and white

MS Word (.doc/.docx) digital format (refer to template), limit 5MB

Endnotes and image credits should be formatted using Chicago Manual Style

The authors must possess all permissions necessary for publishing images and content at time of submission

Omit all author names from the paper and any other identifying information to maintain an anonymous review process.

## Poster Submission Requirements

*(use the "Poster Template" file located on the conference website in the Call for Submissions section)*

*Poster submissions will be reviewed by at least three conference organizers. Selection of accepted posters is based on scholarship, innovation, clarity, contribution, and relevance to the conference topic. All authors will be notified of the status of their submission and will receive comments from the reviewers. Accepted posters submitted by the 1 February 2017 final deadline will be included in conference proceedings.*

Cover Page: Title, Author(s) Name, School Affiliation, and contact email address

Project Description: 100-word description of topic

Poster: PDF digital format, limit 5MB

24" x 36" portrait orientation

The authors must possess all permissions necessary for publishing images and content at time of submission

Omit all author names from the paper and any other identifying information to maintain an anonymous review process.

# tinyTED Submission Requirements

*(use the “tinyTED Proposal Template” file located on the conference website in the Call for Submissions section)*

*Beginning with NCBDS 30 at IIT, the conference has included a session of “tinyTED” presentations, which are 3-minute long image-based talks on an idea worth sharing. Submissions are welcome from academics, students and practitioners of all design disciplines. The tinyTEDs will be presented in an informal setting one evening of the conference and are an opportunity to present an emerging idea, a course project, a rant, a rave, or an idea in development. Proposed topics must relate to the conference, but not necessarily to the specific topic tags. All submissions will be reviewed by at least three academics. Selection of accepted submissions is based on innovation, clarity, contribution to the discipline of beginning design, and relevance to the conference.*

Cover Page: Title, Author(s) Name, School Affiliation, and contact email address

Presentation Description: 100-word description of topic

5 representative images

PDF digital format, limit 5MB

The authors must possess all permissions necessary for publishing images and content at time of submission

Omit all author names from the paper and any other identifying information to maintain an anonymous review process.

# Image Formatting

## Layout:

Figures and captions should be inserted in line with the body text rather than at the end of the paper or abstract. Single column images should be scaled to 3.15" in width and two-column pictures should be scaled to 6.5" wide.

## Captions:

Captions should be located under the image and use the "NCBDS Caption" style type. See the Template file for examples.

## Color:

Images submitted in color will appear as such in the digital conference proceedings but will be printed in greyscale for hard copy versions. Please ensure that all color images read clearly in greyscale.

## Compression:

All images should be 220 dpi (maximum) and JPEG format. It is recommended that you compress all large images in your paper to minimize file size without losing image quality. To do this in Word, from the "File" dropdown menu, choose "Reduce File Size." Choose "Best for Printing (220 ppi)" as the Picture Quality and check the box to apply to "All Pictures in this File."